

INTERVIEW CLOTHING CHECKLIST FEMALE

DON'T TAKE THE CHANCE

At a job interview, even one of the following items can negatively affect that first impression:

- Chewing gum, eating candy or smoking
- Physical habits such as tapping fingers or clicking pens, bouncing legs or shuffling feet
- Messy or unclean hair
- Negative body odors or strong cologne/perfume
- Visible body piercing (nose rings, eyebrow rings, etc.) or tattoos
- Torn or patched clothing
- Unusual hair, such as lettering cut into it, spikes, bleached, odd colors
- Too much jewelry or jewelry attached to odd places visible on the body (such as nose piercing)
- Worn or unpolished shoes; gym shoes
- Dirty fingernails

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YES NO

_____ I know what the company's employees wear to work.

_____ What I will wear to the interview will be equal to or one step better than what the employees wear.

If you are still not sure how to dress for the interview, call them and ask! That's right--call the employer. But this is one time when you do not want to call the Hiring Manager--instead, ask to be put through to Human Resources and say:

"I have an interview with _____ in the _____ department for a position as an _____. Could you please tell me what would be appropriate dress for this interview?"

One final note on interview dress: while it goes without saying that your interview clothes should be neat and clean, very few interviewees give the same time and attention to their shoes. Shoes? Yes, shoes. I am aware of at least one Corporate Recruiter who forms first impressions based solely (pardon the pun) on shoes. This person does not have a shoe fetish--he subjectively judges that those who pay attention to details like their shoes are also likely to be diligent in their work life. And it is not just that person's opinion. Many have said that you can judge a person by their shoes. You will find that many ex-military officers (many of whom have found their way into management positions in corporate America) are especially aware of a person's shoes. It is not enough to be clean, pressed, and ironed. Make sure your shoes are conservative, clean, and polished.

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Manufacturing Jobs (Machine Operator, Driver, Handler)

- ☐ Clean, polished conservative shoes
- ☐ White or colored socks or hose with slacks. Neutral colored hose with skirt or dress.
- ☐ Pressed slacks, conservative dress or skirt and blouse.
(Empty pockets—no bulges or tinkling coins)
- ☐ Button up or pull over blouse with medium to high neck.
- ☐ Suits are seldom if ever worn.
- ☐ No more than one ring on each hand; one set of earrings only
- ☐ If you wear nail polish (not required), use clear or a conservative color
- ☐ Minimal use of makeup (it should not be too noticeable)

Office, Service, Sales Jobs (Retail, Field Representative, Counter, Banks, Utilities, Medical, Dental)

- ☐ Clean, polished shoes with conservative heels – no tennis shoes.
- ☐ Conservative hosiery at or near skin color (and no runs!)
- ☐ Dressy but conservative dress or matching/coordinated skirt and blouse.
- ☐ Dressy button up blouse. Pull over blouse with medium to high neck.
- ☐ Suits are not required but suggested for banks.
- ☐ No more than one ring on each hand; one set of earrings only
- ☐ If you wear nail polish (not required), use clear or a conservative color
- ☐ Minimal use of make-up (it should not be too noticeable)

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